



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant X/PSA

Minimum number of years of relevant experience required: 1yr 5yrs **12+yrs X**

Name:	
Job Title: Coordinator - Accountability to Affected Populations and PSEA	
Division/Department: Emergency and Rehabilitation Division	
Programme/Project Number:	
Location: Rome, Italy	
Expected Start Date of Assignment: 1 st March 2014	Duration: 10 months
Reports to: Name: Neil Marsland	Title: Senior Technical Officer

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Background

Since 2010, FAO has taken a lead amongst IASC member agencies in its efforts to drive and act on the decisions and commitments on accountability to affected populations (CAAP) agreed to by the IASC Principals. In December 2011, FAO commenced an in-house project to integrate AAP across policy and practice. In 2012, FAO supported a capacity building programme across 7 countries, covering AAP and Gender. In late 2012, a project was established on improving food security programming, which has a strong overarching AAP component.

FAO now has secure funding for promoting AAP through a core thematic area (food security programming) and has senior level commitment for promoting and achieving the CAAP across the agency.

This consultancy's key objectives are:

1. To coordinate the AAP components of emergency programmes (*primary*)
2. To lead on mainstreaming of AAP and PSEA principles and practice throughout FAO
3. To ensure FAO is well represented in inter-agency AAP initiatives at IASC level, regional networks and key country level programmes

KEY PERFORMANCE INDICATORS

Expected Outputs:

1. Coordination of AAP components of emergency programmes

- Provide leadership in establishing the AAP capacity in new emergency response programmes
- Ensuring good collaboration among team members, smooth integration with other programme components, and achievement of high quality outputs
- Ensure that programme strategy is regularly updated and followed, in consultation with other team members.
- Manage two regional AAP advisors, providing overall leadership, ensuring regular performance management and supporting with technical advice.

Required Completion Date:

December 2014

- Ensure opportunities for AAP related advocacy are identified and followed through (with both direct programme stakeholders, and with other potential groups).
- Support good budget management and donor reporting requirements.

2. Mainstreaming of AAP and PSEA principles and practice throughout FAO

- Ensure AAP and PSEA are included in key FAO policies and guidelines, including a DG Bulletin
- Raise awareness and capacity of key staff to apply AAP and PSEA, focussing on TCE and strategic country and regional offices (through tools/ materials development and training/lobbying)
- Work with Evaluations, Audit and Ethics teams, to integrate AAP and PSEA into FAO oversight mechanisms
- To act as TCE technical focal point for AAP and PSEA during Level 3 Emergencies
- To promote deployment of AAP/PSEA specialist for FAO and Inter-Agency purposes, during every major emergency response

3. Representing FAO on AAP and PSEA matters in external networks

- To be key member of IASC AAP/PSEA Task Force and fulfil FAO's commitments to joint work-plan
- To utilise FAO's Global Partnerships with NGOs and IOs (WFP, Plan, IFRC etc) to identify and implement inter-agency AAP and PSEA initiatives.
- To ensure FAO is represented and contributing to other AAP and PSEA networks, as well as Food Security Clusters, utilising regional AAP Advisors where possible
- Ensure that TCE Director and others are well briefed for IASC and other inter-agency events
- To influence donors, academics and policy makers, drawing on FAOs knowledge and field experience

4. Other

- Fundraising for AAP/ PSEA activities, and lobbying for inclusion of AAP/PSEA lines into the regular FAO budgets
- Reporting against donor requirements, and also quarterly internal reporting
- Manage and update AAP website, ensuring PSEA is incorporated and that website is utilised
- Initiate and produce FAO internal newsletter on AAP and PSEA
- Produce at least 2 publications for external media, highlighting AAP/ PSEA issues

Required Competencies

Academic Qualifications

Advanced University Degree in a relevant discipline, such as International Relations, Social Sciences, Development Studies, Humanitarian Affairs

Technical Competencies and Experience Requirements

- Extensive experience in the area of AAP and preferably also PSEA (policy, standards, application, advocacy)
- At least 12 years' experience of working in development/ humanitarian contexts (at least 5 in field based programme operations)
- Expertise in organisation development and change; proven ability to conduct in depth analyses against standards in accountability
- Demonstrated skills in staff supervision and management, including distance management
- Understanding of both the NGO and UN system; knowledge of Rome based agencies is an advantage
- Experienced in capacity building and effective lobbying and public speaking
- Fluent written and spoken English and at least basic knowledge of French
- Understanding of fund raising and donor relations
- Ability to perform in a multi-cultural team
- Confident to manage budgets and reporting

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at:

http://www.fao.org/fileadmin/user_upload/Employment/docs/Applying_to_Consultancy_Vacancies_at_FAO.pdf

The PPF along with a cover letter should be sent via email to: zia.choudhury@fao.org

Please write as subject: "AAP/PSEA Coordinator"

Deadline for applications: 3rd February, 2014 (Midnight, Rome, Italy)

Applications received after the closing date will not be given consideration. Only short-listed candidates will be contacted.